

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0893254

Date Posted: 06/20/11

POSITION NO: 947537

Closing Date: 07/01/11

CLASS CODE: 3771

POSITION TITLE: Home Care Worker

DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region - Adult In-Home Care Program

DEPARTMENT NO: 89 WORKSITE LOCATION: Mariano Lake, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R55A

Days: Monday - Friday

Permanent: ☒

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary: ☐

Duration: \$ 17,555.20 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 8.44 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides personal care including but not limited to assisting the patient with bathing, shampooing hair, dressing, grooming, and personal hygiene; assists patient with mobility when necessary; repositions patient confined to bed; massages patient and applies preparations and treatments; administers oral medication as prescribed; transports patient to hospital and/or scheduled appointments, grocery shopping, laundry, etc.

Performs a variety of homemakers services such as preparing meals for and feeding patient, changing bed linens, cleaning patient's home, washing and drying dishes, washing and ironing patient's laundry, and mending clothing when necessary; performs a variety of miscellaneous duties as required, such as chopping firewood and hauling water and coal. Performs case management activities and intake of applications; maintains social summaries and narratives; conducts follow-up on referrals and high risk patients; makes referrals to available resources; plans and schedules services to be provided to patients; screens patients for re-certification; makes home visits with supervisor; provides basic information on proper nutrition, personal hygiene, consumer education, etc.; prepares required reports; attends meetings, trainings, and conferences relating to adult-in-home care program.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED. (to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)

Experience:

Special Knowledge, Skills and Abilities:

Knowledge of first aid, CPR, and other basic emergency medical care techniques and methods.

Knowledge of case management techniques.

Knowledge of nutritional and preparation of foods.

Skill in performing homemaker and home health aid assignments.

Skill in communicating with elderly people.

Skill in assisting elderly and infirm people to attempt to remain self-sufficient.

Skill in completing forms.

Fluency in both the English and Navajo language may be required as a condition of employment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate manual labor in the provision of home health services.

License/Certification Requirements:

Must possess a Valid State Driver's License and a Valid Navajo Nation Vehicle Operator's Permit (to be obtained upon employment) and a valid Cardiopulmonary Resuscitation (CPR) certificate.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99